



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



## SDLF Gold-Level of Governance

President – Kevin Graves • Vice-President – Bill Mayer • Director – Robert Leete • Director – Bill Pease • Director – Chris Steele

### MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY

Wednesday October 3, 2018

REGULAR MEETING 7:00 P.M.

Community Center

1601 Discovery Bay Boulevard, Discovery Bay, California

Website address: [www.todb.ca.gov](http://www.todb.ca.gov)

#### REGULAR MEETING 7:00 P.M.

##### A. ROLL CALL AND PLEDGE OF ALLEGIANCE

1. Call business meeting to order 7:00 p.m. – By President Graves.
2. Pledge of Allegiance – Led by Director Pease.
3. Roll Call – All present with the exception of Director Leete and Director Steele.

##### B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)

Public Comment Regarding:

- Traffic enforcement on Clipper Drive.
- Traffic enforcement on Discovery Bay Boulevard and Highway 4 intersection.

There was discussion regarding traffic enforcement in Discovery Bay, a diagram presented of Discovery Bay Boulevard and Highway 4 intersection and a letter to be drafted for an expedited plan of correction sent to Assemblymember Jim Frazier.

Legal Counsel Pinasco – Clarification on the letter regarding traffic enforcement for an expedited plan of correction sent from the Board and addressed to Assemblymember Jim Frazier. The discussion continued regarding the letter to be signed by the General Manager.

- The Fire Department frontage cleaned up.
- Traffic enforcement on Discovery Bay Boulevard.

##### C. CONSENT CALENDAR

All matters listed under the CONSENT CALENDAR are considered by the District to be routine and will be enacted by one motion.

1. Approve DRAFT minutes of regular meeting for September 19, 2018.
2. Approve Register of District Invoices.

Motion by: Director Pease to approve the Consent Calendar.

Second by: Vice-President Mayer

Vote: Motion Carried – AYES: 3 – President Graves, Vice-President Mayer, Director Pease, NOES: 0, ABSENT: 2 – Director Leete, Director Steele.

##### D. AREA AGENCIES REPORTS / PRESENTATION

1. Supervisor Diane Burgis, District III Report – President Graves stated report from Deputy Chief of Staff Lea Castleberry - nothing to report.
2. Sheriff's Office Report - Lieutenant Foley – Provided the details of the Sheriff Report regarding the reported activity for the month of September.
3. CHP Report – Officer Thomas provided an update for the month of September. There was discussion regarding the traffic problem, the terminology for the letter to be drafted regarding an expedited plan of correction on Discovery Bay Boulevard and Highway 4, and to cc the letter to the CHP Commander - Captain Dan Seaman from the Martinez Office.

**E. LIAISON REPORTS**

None

**F. PRESENTATIONS**

1. Certificate Presentation - District of Distinction and District Transparency of Excellence.  
General Manager Davies – Provided the Certificate related to the District of Distinction and District Transparency of Excellence.  
Executive Assistant Heintl – Provided additional details regarding the District of Distinction and District Transparency of Excellence related to submitting financial audits, policies, procedures, and proof of training. The District was awarded the “Gold Level” Certificate and pictures of the Board Members were taken with the Certificates. The Board acknowledged Executive Assistant Heintl for her hard work on the task.

**G. BUSINESS AND ACTION ITEMS**

1. Discussion and Possible Action Regarding Slogan “Live Where You Play in Discovery Bay”.  
General Manager Davies – Provided the details regarding the slogan “Live Where You Play in Discovery Bay”  
Executive Assistant Heintl – Provided the history and additional details regarding the slogan “Live Where You Play in Discovery Bay”  
General Manager Davies – Provided the details regarding the Slogan “Live Where You Play in Discovery Bay” related to the item presented to the Internal Operations Committee and the recommendation from that Committee to discuss with Legal Counsel and determine the process.  
Legal Counsel Pinasco – Provided the details regarding the process to register for trademark rights (the phrase used “Live Where You Play in Discovery Bay”), and submit an application for registration (which takes approximately 12 to 18 months). There was discussion regarding the cost for the process and the software used for research for Town trademark rights of the Slogan.  
Motion by: President Graves to authorize the General Manager to work with legal to pursue Town trademark rights to the slogan “Live Where You Play in Discovery Bay.”  
Second by: Director Pease.  
Vote: Motion Carried – AYES: 3 – President Graves, Vice-President Mayer, Director Pease, NOES: 0, ABSENT: 2 – Director Leete, Director Steele.

2. Discussion and Possible Action Regarding the Cancellation of Regular Board Meeting on November 21, 2018.  
General Manager Davies – Provided the details regarding the cancellation of the Regular Board meeting on November 21, 2018. There was discussion regarding the cancellation of the Regular Board meeting and if needed a Special Board meeting can be scheduled.  
Motion by: Director Pease to approve the cancellation the Regular Board Meeting of November 21, 2018.  
Second by: Vice-President Mayer  
Vote: Motion Carried – AYES: 3 – President Graves, Vice-President Mayer, Director Pease, NOES: 0, ABSENT: 2 – Director Leete, Director Steele.

**H. MANAGER’S REPORT**

Water and Wastewater Manager Koehne – Provided the details regarding the reduction of water use for the month of September (27% reduction).

**I. DIRECTORS’ REPORTS**

1. Standing Committee Reports  
Director Pease – Provided the details of the Water and Wastewater Committee meeting on September 20, 2018 related to the Diffuser, Wastewater Master Plan Update, Operations and Maintenance (O&M) Manual, new Water Main on Discovery Bay Boulevard and possible new water main on Edgeview Drive.  
President Graves – Provided the details of the California Special District Association (CSDA) Annual Conference related to establishing standards and interacting with other vendors/contractors and other Districts.  
Vice-President Mayer – Provided the details of the Finance Committee meeting on September 17, 2018 related to revising Resolution No. 2015-04; Increasing Expenditure Amount for Town’s Revolving Fund.

2. Other Reportable Items – None.

**J. GENERAL MANAGER’S REPORT**

None.

**K. CORRESPONDENCE RECEIVED**

1. Received – Diablo Water District regarding the Support of Local Agencies and Water System in Contra Costa and San Joaquin Counties – September 20, 2018.
2. Received – Byron Municipal Advisory Council Meeting Minutes for August 28, 2018.
3. Received – Contra Costa Special Districts Association Quarterly Meeting Minutes for July 16, 2018.

**L. FUTURE AGENDA ITEMS**

The regular meeting adjourned at 7:38 p.m. to the Closed Session.

**M. OPEN SESSION DISCLOSURE OF CLOSED SESSION AGENDA**

(Government Code Section 54957.7)

Legal Counsel Pinasco – The Board is now adjourning into closed session regarding item N-1.

**N. CLOSED SESSION:**

1. Conference with Legal Counsel - Anticipated Litigation Pursuant to Government Code Section 54956.9(b)  
One Potential Case.

**O. RETURN TO OPEN SESSION; REPORT ON CLOSED SESSION**

(Government Code Section 54957.1)

Legal Counsel Pinasco – Reporting from Closed Session on item N-1 and there is no reportable action.

**P. ADJOURNMENT**

1. The meeting adjourned at 8:15 p.m. to the next regular meeting of October 17, 2018 beginning at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

//cmc – 10-04-18

<http://www.todb.ca.gov/agendas-minutes>